

2

Export Certification
Manual

Methods And Procedures

Overview

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Methods and Procedures contain the guidelines that you must consider before certifying plants and plant products offered for export. **Figure 2-1-1** is a list of categories for these guidelines and the relative steps used in this section to guide you through the certification process:

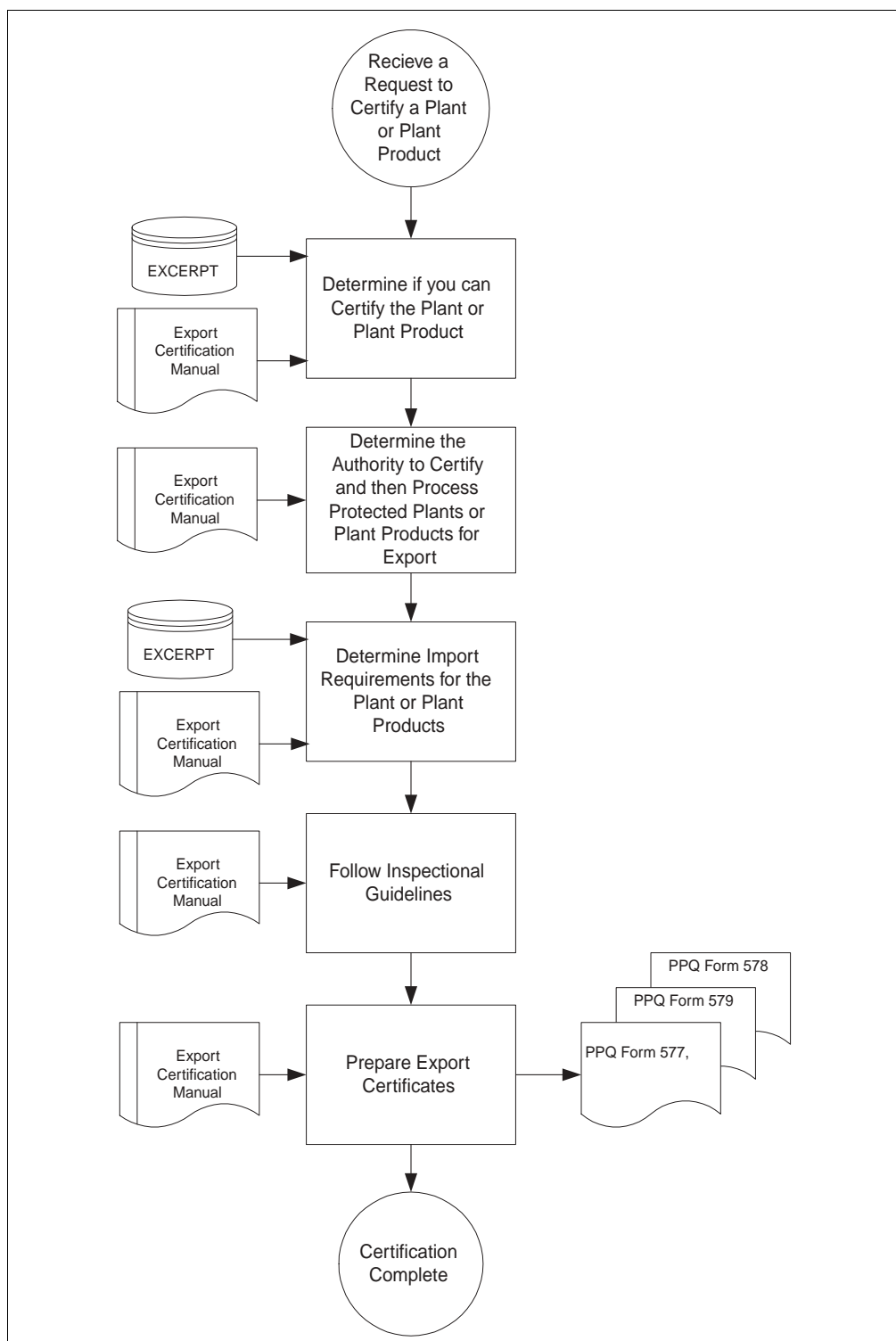


FIGURE 2-1-1: Overview of guidelines for export certification¹

- ¹ In addition to these guidelines, PPQ officers should refer to [Appendix A](#) for collecting user fees for export certificates. If you are a State or county cooperator, refer to local policy user fees, if applicable.

Additional information and detailed procedures relating to these guidelines are included in the following parts of the Methods and Procedures section.

Decision to Certify

Before referring to a country's export summary, inspecting a shipment, or completing an export certificate, Authorized Certification Officials (ACO's) need to assess if they can certify the plants or plant products and determine if the shipment is of domestic or foreign origin.

Determine Authority to Certify Protected Plants

The task of enforcing the legislation that protects plants from extinction requires that officers determine if articles are moving in accordance with or in violation of the legislation. After making this determination, the Authorized Certification Official (ACO) can use the procedures in this section to process the shipment.

Import Requirements

Authorized Certification Officials (ACO's) use the export summary of the foreign country (found in EXCERPT) to identify all import requirements that must be met in order to issue a Federal Phytosanitary Certificate (FPC), or to identify prohibitions that would disallow the certification of plants or plant products. Based on whether the plants or plant products can meet the import requirements, Authorized Certification Officials (ACO's) then determine if an FPC can be issued.

Inspectional Guidelines

The inspection and verification of plants or plant products offered for export determines whether or not the shipment meets the import requirements of the foreign country. Authorized Certification Officials (ACO's) should refer to the export summary of the foreign country before beginning their inspection. Also, Authorized Certification Officials (ACO's) should review import permits (IP's) or special authorizations that were presented to ensure that the shipment meets any additional requirements listed in the documents.

Federal Phytosanitary Certificate (FPC), PPQ Form 577

The FPC is an accountable inspection certificate used to certify domestic plants and unprocessed or unmanufactured products for export. The intended purpose of the FPC is to certify that plants or plant products conform with the current phytosanitary regulations of the importing country.

Phytosanitary Certificate (FPC-R) for Reexport, PPQ Form 579

Phytosanitary Certificates for Reexport (FPC-R), PPQ Form 579, are issued for foreign plants and unprocessed or unmanufactured plant products that have been imported into the United States. The Authorized Certification Official (ACO) certifies that plants or plant products have been safeguarded against the risk of infestation or infection while in the United States. If safeguarding cannot be verified, the Authorized Certification Official (ACO) must perform a phytosanitary inspection. The FPC-R is not issued for plants or plant products listed in export summaries as prohibited by the foreign country.

A Phytosanitary Certificate for Reexport is used to certify foreign plants and plant products for reexport. The intended purpose of the reexport certificate is to certify that plants or plant products conform with the current phytosanitary regulations of the importing country. **A PPQ Form 579 (FPC-R) is not issued for foreign processed products.**

Export Certificate, Processed Plant Products (PPC), PPQ Form 578

The PPC is an accountable certificate used to certify specific, processed plant products for export. The PPC was created by PPQ to fill a void where no other USDA agency certification exists or could be adapted. No liability is assumed to the USDA or to any of its representatives with respect to this certificate. The intended purpose of the PPC is to assist U.S. exporters whose shipments may be placed in jeopardy if such a document is not issued. The PPC may be issued for only processed products specified in EXCERPT, regardless of the product's origin.

Mail Exports

■ This section provides the necessary steps for processing plant material that is being exported by mail. When the plant material arrives at the port of exit, the Authorized Certification Official (ACO) can issue an FPC if the shipment is found free of plant pests and otherwise meets the import requirements of the foreign country.

Containerized Oak Lumber

The preferred method of certifying lumber for export is to inspect the lumber before it is containerized. The fact that the lumber is tightly and neatly packed in containers does not negate the inspection function. This section provides standardized inspection procedures for certifying containerized oak lumber.

